



U.S. Department of Housing and Urban Development

San Francisco Regional Office - Region IX
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July 1, 2005

TO: Multifamily Owners and Agents, San Francisco Office Jurisdiction Only

FROM: Tom Azumbrado, Director, Project Management, San Francisco
Multifamily Hub, 9AHM

A handwritten signature in black ink, appearing to be "T. Azumbrado".

SUBJECT: Revised Management Fee Schedule
Effective July 1, 2005

The San Francisco Multifamily Field Office has completed an analysis of the allowed Management Fees, in compliance with the requirements of the Management Agent Handbook, 4381.5, Rev-2. **Attachment 1** is the updated fee schedule for the elderly and family projects, effective **July 1, 2005**.

Add-on fees for projects having special conditions which require extra time and effort on the part of the management agent ***must be justified and documented*** as applicable. In addition, the add-ons may not be applied for conditions that are addressing short-term problems or services. **Attachment 2** is a Worksheet you may use to compute your management fees. **Attachment 3** is a worksheet that you may use for your justification of add-on fees.

The maximum cap for management fees is ***\$62.00 per unit per month***.

Please note that this memorandum does not include properties under the jurisdiction of the Sacramento Field Office.

If you have any questions, please contact your Project Manager.

Attachments

**MANAGEMENT FEE SCHEULE
EFFECTIVE JULY 1, 2005
SAN FRANCISCO FIELD OFFICE ONLY**

BASIC RATE PER UNIT PER MONTH (PUPM)	\$48.00
ADD-ONS	
SECTION 8	
<i>Project Based Section 8 properties</i>	\$3.00
UNIT SIZE	
<i>30 or fewer Units in a Property</i>	\$3.00
<i>Average 2.5 + Bedrooms (See Note below)</i>	\$3.00
Formula Definition: Total Number of BR's/Total Number of Project Units)	
OWNERSHIP	
<i>Non-profit ownership (Non-Cooperative properties)</i>	\$3.00
<i>Cooperative Properties</i>	\$5.00
SCATTERED SITES	
<i>Two (2) or more scattered-site properties</i>	\$2.00
SPECIAL CLIENTELE	
<i>Section 202 Disabled/811's</i>	\$5.00
ADVERSE NEIGHBORHOOD/HIGH CRIME	
<i>Properties located in adverse neighborhood/high crime area</i>	\$5.00
NEIGHBORHOOD NETWORKS	
<i>HUD-approved Neighborhood Network Business Plan</i>	\$1.00
MAXIMUM CAP PER UNIT PER MONTH	\$62.00

Please note that this Management Fee Schedule does not apply to properties under the jurisdiction of the Sacramento Field Office.

**COMPUTATION OF MANAGEMENT FEES
EFFECTIVE JULY 1, 2005
SAN FRANCISCO FIELD OFFICE**

Management Agent			
Project Name			
Project Number			
MANAGEMENT FEE(S)			
BASIC RATE PER UNIT PER MONTH (PUPM)			\$48.00
ADD-ONS			
SECTION 8			
<i>Project Based Section 8 properties</i>	\$3.00		\$
UNIT SIZE			
<i>30 or Fewer Units in a Property</i>	\$3.00		\$
<i>Average 2.5 + Bedrooms (See Note Below)</i>	\$3.00		\$
Note: Formula Definition: Total Number of BR's/Total Number of Project Units			
OWNERSHIP			
<i>Non-Cooperative properties</i>	\$3.00		\$
<i>Cooperative Properties</i>	\$5.00		\$
SCATTERED SITES			
<i>Two (2) or more scattered-site properties</i>	\$2.00		\$
SPECIAL CLIENTELE			
<i>Section 202 Disabled/811's</i>	\$5.00		\$
ADVERSE NEIGHBORHOOD/HIGH CRIME			
<i>Properties located in adverse neighborhood/high crime area</i>	\$5.00		\$
NEIGHBORHOOD NETWORKS			
<i>HUD-approved Neighborhood Network Business Plan</i>	\$1.00		\$
Computed Management Fee			\$
Requested Management Fee			\$
Maximum Cap Per Unit Per Month			\$62.00
Approved by:	Project Manager	Date	

Please note that this Management Fee Schedule Worksheet does not apply to properties under the jurisdiction of the Sacramento Field Office.

**JUSTIFICATION FOR ADD-ONS
MANAGEMENT FEE SCHEDULE
SAN FRANCISCO FIELD OFFICE**

Management Agent	
Project Name	
Project Number	

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Please note that this Justification for Add-ons does not apply to properties under the jurisdiction of the Sacramento Field Office.